

**Arden, Ardentown and Ardencroft
EECBG Grant Manager**

This document describes the Ardens EECBG Grant Manager role. Applications for this time-limited, part-time position will be accepted until 12:00 midnight of February 21, 2011. Successful candidate will be selected based on the candidate's qualifications, references and interview.

Background

The municipalities of Arden, Ardentown and Ardencroft, DE, have been awarded five Energy Efficiency and Conservation Block Grants (EECBG) by the Delaware Department of Natural Resources and Environmental Control (DNREC). Funding is provided under the American Recovery and Reinvestment Act 2009 (ARRA) and subject to all applicable State and federal regulations and reporting requirements (see Footnote *).

Four of the grants are for energy efficiency improvements to be made to structures in municipal use, including the Buzz Ware Village Center, Gild Hall, Craft Shop and Museum and Candlelight Theatre. The fifth is a grant providing rebates to residential properties for energy efficiency improvements.

Projects cover a wide range of activity (home energy audit program, installation of solar panels, HVAC replacement, lighting installations, insulation, weatherization, and community education).

Job Description

Employment: This is a time-limited personal contract position open immediately and through expiration of the ARRA grant on June 30, 2012. As such, there is no benefits package attached with compensation.

Compensation: The compensation will be on an hourly rate based on experience and fit with the position (range \$20 per hour to \$30 per hour). The hours will vary over the course of the grant with a maximum of 10 hours per week.

Essential Job Functions: The grant manager reports to the municipal chairpersons of the three Ardens. The role coordinates activity with the Delaware Energy Office (DEO) within DNREC and the Sustainable Energy Utility (SEU) which has agreed to assist the communities in implementation of these various projects. The grant manager primary role is to document, report and archive all required performance, compliance and financial reports for submission to the Arden community chairpersons and DNREC/DEO and SEU. In many cases, progress and financial and compliance reports are required on a weekly basis.

In addition, the grant manager will coordinate with each of the key-holders of the four municipal use structures to schedule access, establish construction or installation time frames, in order to inspect contractor performance and compliance with ARRA and federal Department of Energy (DOE) regulations.

Where there are no precedents or established procedures, the grant manager will actively contribute to the development of compliant procedures.

For the residential portion of the grant, the manager will take a supporting role in public education, communications, and marketing the benefits of energy efficiency to the 500+ households in the

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communities. Example media include a funded series of public seminars, mass mailings to the resident owners, publication in the monthly *Arden Page*, postings on the Arden website, and telephone and e-mail communications for FAQ, problem/conflict resolution and ongoing project involvement.

The manager will maintain independent e-mail, filing system and file location for all documents, paper and electronic communications, pertaining to the grant activities, which will remain the property of the Ardens upon completion of the contract.

Work Location: While the vast majority of projects activity will take place within the Ardens, there may be infrequent travel requirements to Dover, Newark, Wilmington, or the offices of contractors and sub-contractors. The actual office location remains negotiable and may be a structured environment in-home or in space provided by the Ardens. The position requires use of an insured personal vehicle, and a valid driver's license. Some evening and/or weekend hours are required.

Professional and educational qualifications:

- A bachelor's degree
- At least one year successful experience in managing, implementing or overseeing government grants or contracts is required.
- The successful applicant will have strong networking, organizational and communications skills.
- Proven ability to build consensus between grantor, grantees and affected parties, and an ability to evolve the projects on an experiential basis within permitted parameters is a plus.
- Applicants must have proficient writing skills and experience with computer word and spreadsheet applications including adaptation of web-based accounting systems that may be required by DNREC/DEO or SEU.

To apply:

To apply, please submit your resume, three references and any additional information you wish to have considered to ...

mail or e-mail to

Village of Arden EECBG Program
2119 The Highway
Arden, DE 19810

Or

ArdensEECBG@gmail.com

***Footnote:** Regulatory/reporting requirements must adhere to State and federal statutes, ordinances and regulations with respect to Procurement Compliance, the Davis-Bacon Act, Copeland Act, Buy America Act, Historic Preservation Compliance, Work Hours and Safety Conditions Compliance among others. There are some exceptions, specifically in the residential grant portion which places the burden of compliance on the contractor. Households applying for SEU rebates will be required to choose from an extensive list of SEU participating contractors.